

Office of State Uniform Payroll	
Procedure Title: Employees Receiving Lump-Sum Payments with Active Child Support	Revision Date: 8/05/16
Unit: Garnishment Administration Unit	Issue Date: 06/24/16
Contact: _DOA-OSUP-GARN@la.gov	Page Number: 1 of 2

In accordance with [Act 102](#) of the 2016 Regular Legislative Session, employers are required to notify the Department of Children and Family Services (DCFS) of employees who owe child support payments and will be receiving a lump-sum payment (term pay, retirement incentive, k-time payout, etc.) of \$300 or more.

Agencies must notify the Office of State Uniform Payroll (OSUP) Garnishment Administration Unit (GA) prior to issuing any lump-sum payment of any type (\$300 or more) to an employee who has an active child support record for the Department of Social Services (Vendor 80119) in the LaGov HCM system to determine whether an additional child support amount must be withheld from the lump-sum payment. These payments shall not be made until after OSUP has first notified DCFS and either received a response back from DCFS or fifteen days has elapsed. OSUP will notify agencies once the lump-sum payment can be made.

Employees will be locked from payroll processing in the LaGov HCM system when a lump-sum payment of \$300 or more is entered using one of the below wage types for an employee with an active child support record. Agencies can run the ZP169 report (Payroll Locks Report) to view employees who will be or have been locked from payroll processing. Agencies can also run the ZP67 report (Garnishment – Balances/Deduction Report) and select the radio button labeled “Active Support Garnishments” to view employees who will be locked from payroll due to the entry of a lump-sum payment.

Wage Type Text	WT	Wage Type Text	WT
Achievement	0142	Optional Pay Adj.	0215
Additional Duties	0134	Pay for Employee at Max	0216
Annual Leave - Term	0500	Retirement Incentive Pay	0203
Annual Leave – Term via check	0501	Retro Closed Pay - OT	0207
Court Settlement	0210	Retro Closed Pay – Regular Pay	0209
Gainsharing	0201	Retro Closed Pay – Special Pay	0206
Incentive Pay	0202	Retro Closed Pay – Term Pay	0208
Interest	0211	Rewards and Recognition	0200
K Time – 1.5 Term/Payout	0515	Sick Leave - Term	0505
K Time Straight – Term/Payout	0510	Supplemental Pay	0220

It is the agency’s responsibility to notify OSUP if a lump-sum payment will be processed using wage types that are not in the above list.

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Prior to issuing lump-sum payments in the amount of \$300 and above, agencies must:

1. Review the employee's List Garnishment Document screen following instructions in State of LA Help [Display Garnishment](#).
2. Determine if any child support record(s) on the List Garnishment Document screen are currently active. These records will have a category of "S", status of "1", an end date of 12/31/9999 and the name field populated with Department of Social Services.
3. Contact OSUP's Garnishment Administration Unit at (225) 342-5332 and send an email to the OSUP GA Unit at _DOA-OSUP-GARN@la.gov providing the following information:
 - employee's name and personnel number
 - amount of proposed lump sum payment
 - reason for lump-sum payment
 - amount
 - proposed payment date

OSUP will:

- Review the employee's record to determine the appropriate action necessary.
- Notify DCFS of the pending lump sum payment.
- Allow 15 days for DCFS to verify if an additional child support withholding must be withheld from the lump-sum payment.
- Notify the agency to enter the lump-sum payment in LaGov HCM.
- Advise the LaGov HCM Help Desk to override the system lock on the employee's record.

If an additional child support amount is required to be withheld from the lump-sum payment, OSUP will make the necessary entries in the LaGov HCM system and inform the agency via email of completion. The agency will be required to notify the employee of the additional child support withholding amount. If an additional child support withholding amount is not required, OSUP will inform the agency via email to continue with processing the lump-sum payment.

Should any claim be made against OSUP or the Division of Administration due to an agency failing to take necessary actions related to garnishments, the agency will defend, indemnify, and hold harmless OSUP and the Division of Administration. Any liability incurred by OSUP due to the agency's failure to notify OSUP GA Unit of pending lump-sum payments for employees with child support orders will be charged to the agency's appropriation, including but not limited to any attorney fees or court costs.